

RECREATION LEADER III

DISTINGUISHING FEATURES

The fundamental reason the Recreation Leader III exists is to perform responsible duties in supervising and coordinating various recreation activities at a recreation or human services community center or for a citywide recreation program in the Community Services Department. This classification is a first line supervisory. Work is performed under general of supervision by a Recreation Coordinator, Human Services Manager or Senior Recreation Coordinator. The Recreation Leader III is distinguished from the Recreation Leader II by the supervisory responsibilities and more responsible work.

ESSENTIAL FUNCTIONS

Personifies leadership and promotes shared responsibility, teamwork and continuous improvement by assisting the coordinator in planning, organizing, observing, and directing a variety of recreational activities in a recreation program area.

Assists with training, participate in the selection of, and supervision of assigned staff – recreation staff, contract workers and volunteers in city-wide activities such as sports leagues, park programs, senior center programs and special events. Assists with performance reviews and disciplinary matters as needed.

Advises and provides assistance to individuals and groups on related recreational problems.

Exercises responsibility for the maintenance of equipment, materials and personnel used in a given activity.

Prepares verbal and written reports using a personal computer.

Maintains files and records; orders supplies as needed.

Assists in preparing and monitoring program budget.

Assists in developing and maintaining positive work relationships with other governmental agencies and groups, supporting team play whenever possible.

Plans, organizes and directs recreational activities

Plans, organizes and confirms the implementation of safety procedures and the maintenance of safety equipment

Assist with program publicity and marketing.

Supervises the issuance, use, care and maintenance of recreation supplies and equipment

Maintains discipline, order and crowd control at activity site

Attends staff meetings and conferences.

Applies resuscitation techniques and first aid as necessary .

Encourages integration of adapted recreation participants.

Assist and respond to the general public regarding questions, comments or concerns.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Must have good knowledge of recreation methods and procedures.

Must have good working knowledge of the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances.

Skills

Excellent organizational, problem-solving, customer service and negotiating skills.

Ability to:

Meet and deal tactfully with people

Solve disciplinary problems effectively

Train, supervise and plan the work of subordinates

Apply resuscitation techniques and first aid as necessary

Lift and carry tables, sound and lighting equipment, booth frames, etc. weighing up to 80 pounds.

Operate a variety of standard office equipment including a personal computer.

Plan, organize, implement and supervise recreation activities.

Communicate effectively verbally and in writing

Work effectively with co-workers, various civic groups, organizations and people of all ages.

Supervise part-time personnel

Produce quality written documents.

Make mathematical; calculations and draw logical conclusions.

Maintain regular and consistent attendance and punctuality.

Work evenings, weekends and holidays.

Education & Experience

Any combination of training, education and experience equivalent to one year of college course work in recreation or a related field and one year as a Recreation Leader II or comparable level of experience in the recreation field.

The Parks, Recreation and Facilities Department enforces dress and appearance standards related to clothing style, displaying tattoos, pierced body parts, hair color and style

FLSA Status: Non-exempt

HR Ordinance Status: Classified